TOWN OF NORTON
MUNICIPAL CENTER
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Michael D. Yunits
Town Manager

TOWN OF NORTON

EMPLOYMENT OPPORTUNITY - SEASONAL

CERTIFIED LIFEGUARDS

The Town of Norton has openings for its lifeguard/park attendant team for the Everett Leonard Park facility, including the pool, pavilion, park, and parking area located at 6 Parker Street in Norton. Must be 16 years of age at time of hire and certified.

Please visit www.nortonma.org for employment application, submission requirements, and a complete job description. Applications will be accepted until the positions are filled.

Publish: Sun Chronicle (06/08/21)

Post: Town Hall Bulletin Board (06/03/21)
      Town Web Site (www.nortonma.org)

pc: Select Board
    Town Clerk
JOB DESCRIPTION
LIFEGUARD / PARK ATTENDANT
EVERETT LEONARD PARK / NORTON PARKS & RECREATION DEPT

GENERAL JOB FUNCTIONS

- Lifeguard is responsible for the safety and supervision of ELP facility, including the pool, pavilion, park and parking lot
- Safety must be the #1 priority at all times, no distractions on the pool deck. Absolutely NO cell phones, headphones, books, magazines, homework, etc., on the pool deck.
- Attend to the needs of user groups
- Follow directions given to you by Pool Manager or Department Head.

RELATIONSHIP SKILLS

- Practice integrity, honesty, and responsibility
- Be open, friendly and approachable
- Communicate effectively with patrons, fellow staff and supervisor

STAFF RESPONSIBILITIES

- Enforce pool rules
- Report for duty in properly attired and prepared for work (lifeguard shirt, rescue mask and whistle)
- Have exceptional attendance to assigned shifts – you are expected to be on time for every shift.
- Cover your shift if you are unable to work, notify Pool Manager of any changes
- Maintain all certifications (Lifeguard Training, First Aid, CPR, AED)
- Check pool daily for chemical levels and clean out leaves, grass, etc., with net
- Keep Park clean at ALL times. This includes emptying trash barrels, picking up trash, cleaning restrooms (wipe down sinks and toilets), sweeping pool deck, pavilion and kitchen area
- Stock supplies in restrooms and concession stand
- Let Pool Manager or Department Head know of any issues in a timely manner, including problems with a patron, broken or missing equipment, problems with pool clarity, low supplies for restrooms or concession stand, dumpster getting full, and any other item that may need attention.

OPENING DUTIES

- Bring all necessary equipment into pool area (rescue tubes, AED, backboard, & first aid kit) and cordless phone
- Unlock pool gate, bathrooms and both concession stand windows
- Unlock emergency gate, but do not open until gate is needed
- Wipe down concession stand counters and put out price sign for display
- Check all trash barrels and empty any that are full
- Put out umbrellas
**During Your Shift**

- Monitor use of swimming pool and enforce safety rules
- Scan entire area of responsibility every 10 seconds to be in constant awareness of activities on and below water’s surface, on the pool bottom, and on the pool deck
- Perform CPR, first aid and water rescues on active and passive victims when necessary
- Take down umbrellas in instances of high winds
- Complete incident report(s) as needed. Call Department Head immediately to inform.
- There must be one guard at each end of the pool, rotate every hour – position yourself so that the view of the pool bottom is not compromised by glare or bathers
- Monitor water chemistry through testing of water samples every 3 hours, record in log
- Skim top of pool as needed
- Record daily attendance, record new members in member log, accept payments. Please do not leave either cash box unattended at any time.
- Maintain bathrooms, restock toilet paper, paper towels, or soap as needed
- Check and empty trash barrels in park, pavilion, bathrooms, kitchen and pool deck
- Pick up trash around the park and parking lot
- Keep office/kitchen locked unless it is necessary to open them.

**CLOSING DUTIES**

- Take down and store umbrellas
- Sweep pool deck, as needed
- Return all first aid equipment to office and lock door
- Lock pool gate, emergency gate, concession stand windows, kitchen, bathrooms and office
- Sweep pavilion, wipe down sinks, counters and toilets daily
- Water flowers around pool fence and pavilion, as needed
- Check trash barrels. Empty any that are full, replace with new bags, and throw full bags in dumpster
- Alert Pool Manager or Department Head of any items that need attention.